

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT AMENDMENT

AMENDED TO CORRECT THE PROMOTION POTENTIAL

CHILD AND FAMILY SERVICES AGENCY
OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-04-D088

POSITION: Trainer, DS-1701-13

OPENING DATE: 05-26-04

CLOSING DATE: 06-09-04

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: _____

SALARY RANGE: \$62,904 – \$81,053 PA

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), OD, OTS

DURATION OF APPOINTMENT: | ☒ | Permanent | | Term (13 months to 4 years) NTE: Four (4) years
| | Temporary (Up to 1 year, Not-to-Exceed) _____

| ☒ | This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent conducts training classes, instructional workshops and seminars that focus on competency based training and job skill application, consistent with the Child and Family Services Agency's (CFSA) policy and best practice methodology. Collaborates with the Training Manager and/or Administrator, the private curriculum developer and program staff to develop the training curriculum. Reviews course evaluation summaries and modifies presentation content as needed. Assists in the development with and revision of training curricula; leads in the development and revision as required. Assists with the development of task based performance orientated course curricula and lesson plans, designed to achieve maximum participant development and task competencies. Expands and/or modifies training material and course content to address the diversity and proficiency levels of participants. Conducts course work training based on a variety of instructional strategies, aids, policy, standards and practical application. Prepares written and demonstration instructional material which incorporate a variety of material, visual aids and media. Utilizes agency policy and guidelines to evaluate, measure and document participant/student progress through written examinations or developmental activities. Monitors participant/student progress and consults with program staff to access the nexus between instruction and subsequent job performance. Maintains the training database, records and files on all OTS participants/students. Observes the confidentiality of the information relative to performance results of training and future training recertification dates as required of Social Workers. Maintains records and files on all social work training material related to work assignments and instructional programs. Presents oral and written reports describing instructional programs and reports. Recommends administrative and operational proposals for new instructional programs, workshops, seminars and classes to meet standards for CFSA guidelines. Collaborates with training and ongoing unit supervisors to ensure a transfer of learning process geared to integrate the knowledge and skills learned in the classroom to the employee's fieldwork. Assists in the development of assessment tests that will test knowledge and skill acquisition. Participates in training projects and other duties as assigned.

QUALIFICATION REQUIREMENTS:

- One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

Must possess direct practice experience in child welfare.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of best practices in child welfare, substance abuse, domestic violence, mental health and cultural competence, as evidenced by a degree in social work, or a related field of social science and in practice;
2. Thorough knowledge of the structure, function and mission of CFSA to provide instruction consistent with established agency best practices, training goals and objectives;
3. General understanding of adult learning theory; adult education principles and applied practice to classroom training; transfer of learning theory and practice; and ability to utilize child welfare training curricula that provides instruction consistent with modeling best practice standards;
4. General knowledge of computers, audiovisual equipment, and other training aides; and
5. Ability to train agency social workers, and ability to communicate effectively orally and in writing.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUGS STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO:	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:			
FAX TO:	(202) 727-5750	WEB SITE:	www.cfsa.dc.gov
EMAIL TO:	cf saj obs@cf sa-dc.org	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
